

Senior Project Manager (OSD Band 2/Grade 7)

Health and Safety Executive

Apply before 11:59pm on Tuesday 4th January 2022



Reference number

169886

Salary

£53,360 - £59,625

Grade

Grade 7
Band 2

Contract type

Permanent
Fixed Term

Length of employment

25 Months

Business area

HSE - Operational Services Division (OSD)

Type of role

Digital
Project Delivery

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of posts

12

Location

East Midlands (region), East of England (region), North East (region), North West (region). Scotland, South East (region), South West (region), Wales, West Midlands (region), Yorkshire and the Humber (region)

About the job

Summary

Diverse perspectives and experiences are critical to our success and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role. We look forward to receiving your application.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Health and Safety Executive (HSE) is the independent regulator for work-related health and safety. Our purpose is to protect people and places - we save lives and we are highly regarded both nationally and internationally. The benefits that our work brings to business, workers and the UK economy are clear. Improved health and safety risk management protects workers and translates into reduced sickness absence, Lower healthcare and welfare costs, and better productivity.

Why we're recruiting

HSE is maturing its approach to managing and delivering change to enable the delivery of our ambitious roadmap of transformation and we're building a team of change, project management and delivery professionals to support this work.

We are leading on a number of cross government, multi agency programmes in addition to a series of internal transformational initiatives: from establishing a new Building Safety Regulator to a post EU exit Chemicals regulation regime. We're designing new digital services to transform the way we deliver services and regulate, enabling new operating models, and transitioning to agile methods of development and delivery.

The team we're building

We are seeking a range of project managers, change and business improvement managers, business analysts and subject matter specialists to work alongside a wider community of delivery partners and operational teams. Delivery partners range from top tier consulting houses to SMEs focused on digital innovation. You will work alongside Digital, Data and Technology professionals as well as operational and subject matter experts from HSE divisions. We're seeking change agents who relish the opportunity to Lead in a rapidly maturing environment.

Reporting to a Change Team Manager this is an influential position, playing a key role in the successful operation of one of the world's leading regulators.

This is an exciting new opportunity for an exceptional candidate to drive HSE's Transformation agenda and help shape our future. If you are looking for an opportunity to make a tangible difference that will be felt across the entire of Great Britain, please read on.

Job description

Your role as Project Manager is to lead/manage the project and the project team on a day-to-day basis.. You will be responsible for driving and overseeing the delivery of the project to ensure that the objectives are clearly defined and achieved within the agreed time, cost and quality constraints. You will have a key role in project governance and working with stakeholders, to ensure the agreed project outputs are delivered to enable benefits to be realised.

You will help us lead, drive and deliver significant change across HSE, driven by a new strategy and a number of new and challenging transformation programmes.

Responsibilities

Your role will include:

- Delivery - Create and lead the project to deliver the agreed outcomes within time, cost and quality constraints.
- Project Management- Day to day management and leadership of the project and the project team. Provide effective leadership and management controls. Set project controls. Design the project structure and organisation appropriate to stage. Set appropriate delivery methodologies. Manage effective transition between project phases.
- Business Case - Develop and draft the Business Case, with input from specialists as necessary.
- Budget - Develop the budget and track delivery within budget.
- Resource Management- Identify skill requirements; and deploy and develop resources. Manage medium sized team.
- Benefits Realisation - Deliver the agreed Business Case benefits and outcomes. Ensure appropriate Benefits Realisation Strategy is in place and, monitor longer term delivery of benefits against the Business Case.
- Stakeholder Management - Identify and manage stakeholder relationships and need for senior level support. Manage internal and external relationships as appropriate.
- Risk and Issue Management - Identify and monitor project risks and issues. Develop mitigating actions and escalate as appropriate. Identify and work with related projects to manage interdependencies.
- Governance-Support effective governance and decision making. Provide reporting and engage in mechanisms that hold you, as Project Manager, to account for delivery.
- Assurance - Engage with assurance reviews and support action on recommendations. Organise assurance processes such as gateway reviews, as required.

- Change Management - Ensure effective Change Management processes are in place to agree and document changes to deliverables as agreed with stakeholders.
- Guidance and Support - Provide support, guidance and coaching for the project team. Show commitment to personal development. Promote effective individual and team performance.
- Project Performance and Controls - Cascade vision and translate into delivery objectives for the team. Develop and maintain Project Plan. Identify and set appropriate Project Controls. Manage performance and report progress to sponsors.

Experience - essential

You will have:

- Prince 2 (Practitioner level) accredited or equivalent qualification
- A proven track record of project management delivery
- Experience of managing projects using Microsoft Project
- Experience of managing budgets and cost benefit cases
- Experience of leading and managing teams
- Knowledge of project methodologies and software
- Excellent oral and written communications

Experience - desirable

- Managing projects using Project Online, Microsoft Project or similar tool.
- Microsoft Office to a high standard and be able to spearhead working smarter with modern technologies.
- Working within a complex or public sector environment, particularly one that adheres to Government Digital Service Standards.

Key Outcomes

- The delivery of projects to time, cost and benefits criteria.
- Effective communication between Stakeholders, Business Service Owners and the project.
- Project Documentation produced to a high quality.
- Business readiness is effective in order to receive the changes to working practices.
- Post implementation and embedding activities identify learning for use in subsequent projects.

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity

We invest in our people with;

- Competitive rates of pay
- Access to the highly competitive Civil Service Pension Scheme to which HSE contribute 27.9%, far more than in the private sector.
- Family friendly policies and working hours to help balance your home Life and career
- 25 days annual holiday increasing to 30 days after 5 years' service, plus bank holidays and 1-day Civil Service privilege Leave
- Parental Leave benefits: Maternity, adoption or shared parental Leave of up to 26 weeks full pay followed by 13 weeks statutory pay and a further 13 weeks unpaid, and paternity Leave of 2 weeks full pay.

Things you need to know

Security

Successful candidates must pass a disclosure and barring security check.

People working with government assets must complete basic personnel security standard checks.

Selection process details

As part of the application process you will be asked to complete a CV and Personal Statement (Max word Limit 750)

Your personal statement should demonstrate how you meet the Key Responsibilities as set out in the job description and essential criteria.

Please access the following Link for guidance on how to apply and how to complete a Statement of Suitability <https://www.civil-service-careers.gov.uk/how-to-apply/>

The Sift will take place during the week commencing 3rd January 2022 and you will be assessed on your personal statement and CV. We may contact you for an informal telephone conversation as part of the sifting process.

If you are successful at sift stage you will be invited to an interview which will be a blended approach of strength based questions and some behaviour based and technical skills questions as outlined above.

As part of your interview you'll be asked to deliver a 5-minute presentation to assess your technical skills, details of which will be sent with your invite to interview.

These dates may change subject to business needs

Please note, due to current COVID restrictions, interviews will take place using MS Teams, where you will be required to have access to;

A Laptop - personal or work

A webcam

Good internet access

MS Teams

Further Information

Existing Civil Servants and applicants from accredited NDPBs are eligible to apply, but will only be considered on loan basis (Civil Servants) or secondment (accredited NDPBs). Prior agreement to be released on a loan basis must be obtained before commencing the application process. In the case of Civil Servants, the terms of the loan will be agreed between the home and host department and the Civil Servant. This includes grade on return.

It is the candidate's responsibility to ensure they are aware of the terms and conditions they will adopt should they be successful in their application. For a summary of HSE terms and conditions as part of Civil Service Reform, please see the attached document.

Any move across the Civil Service on or after 4 October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers.

If you have a disability and you need an application form in an alternative format or you would like to know more about our recruitment process, please contact: hr.resourcing-team@hse.gov.uk

complaints

If you believe that Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition have not been met you can raise a complaint by emailing: HR.Resourcing-Team@hse.gov.uk or by writing to HSE at the following address:

HSE Resourcing Team2.3

Redgrave Court

Merton Road

Bootle Merseyside

L20 7HS

If you are not satisfied with the response you receive from the Department, you can contact Civil Service commissioners: <https://civilservicecommission.independent.gov.uk/code/civilservicecodecomplaints/>

Feedback will only be provided if you attend an interview or assessment.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the European Union Settlement Scheme (EUSS)

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

Further information on nationality requirements

Working for the Civil Service

The Civil Service Code sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact:

Name : Mark Hamilton

Email: Mark.Hamilton@hays.com

Recruitment team :

Email: HR.Resourcing-Team@hse.gov.uk

Further information

If you believe that Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition have not been met you can raise a complaint by emailing: HR.Resourcing-Team@hse.gov.uk or by writing to HSE at the following address: HSE Resourcing Team, 2.3 Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS If you are not satisfied with the response you receive from the Department, you can contact Civil Service commissioners:

<https://civilservicecommission.independent.gov.uk/code/civilservicecodecomplaints/>

www.hse.gov.uk



